IWORK4HIM PERFORMANCE REVIEW		DATE:
EMPLOYEE:	APPRAISAL PERIOD:	Beginning - Ending
MANAGER:	ANNUAL REVIEW:	90 DAY REVIEW:

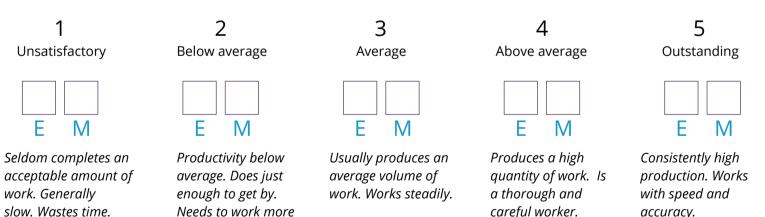
EMPLOYEE SELF EVALUATION

The value of this review depends upon your honesty and sound judgment. The rating should be made with great care and fairness in the interests of your performance and the company's expectations. Think carefully of your work abilities and make honest judgments of the qualities of your performance. Base your judgment on the entire period covered and your ratings on accepted standards for that type of work. Rate yourself in each section, checking the "**E**" (employee) box. Rankings go from 1 (Unsatisfactory) to 5 (Outstanding).

MANAGER EVALUATION

The value of this review depends on the manager making the rating with impartiality and sound judgment. The rating should be made with great care and fairness in the interests of the employee and the company. Think carefully of the employee's work and make an honest judgment of the qualities of the employee. Base your judgment on the entire period covered and not upon isolated incidents alone and your ratings on accepted standards for that type of work. Rate the employee in each section, checking the "**M**" (manager) box. Rankings go from 1 (Unsatisfactory) to 5 (Outstanding).

1. **QUANTITY OF WORK.** Consider the quantity of work turned out and the promptness with which it is completed.



EMPLOYEE COMMENTS:

Productivity inadequate.

MANAGER COMMENTS:



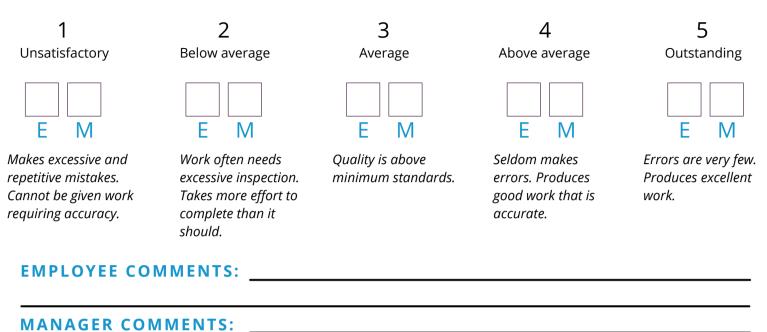
Demonstrates excellence.

Seldom slacks off.

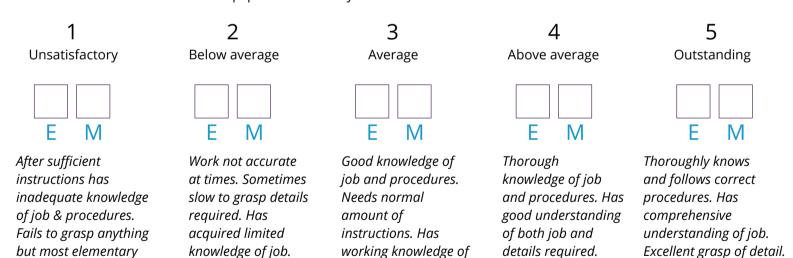
iWork4Him Employee Performance Review

rapidly and efficiently.

2. **QUALITY OF WORK.** Consider the ability and accuracy of produced acceptable work which meets Company standards.



3. KNOWLEDGE OF JOB. Consider basic knowledge of the present job, other work closely related to it, and the equipment necessary to do it.



iob.

Well informed.

EMPLOYEE COMMENTS:

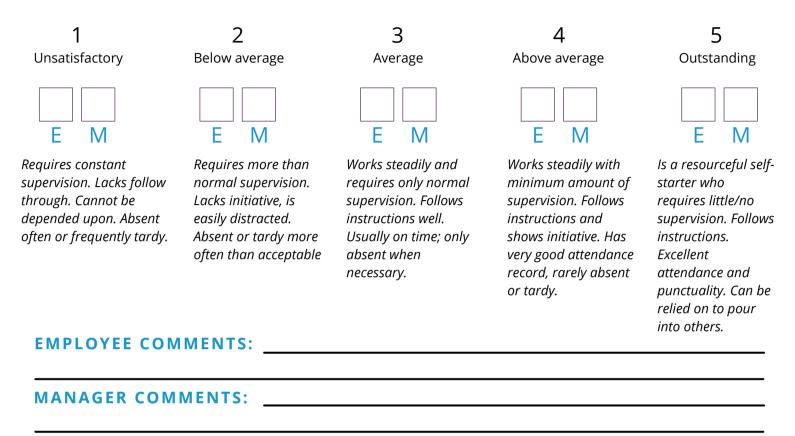
concepts of job.

MANAGER COMMENTS:



Teaches others.

4. **DEPENDABILITY.** Consider amount of supervision required, punctuality and attendance.



5. WORKING RELATIONS. Consider willingness to work with and help others, ability to accept constructive criticism, attitude, and cooperativeness with fellow employees and supervisors.





Does not cooperate. Resents supervision. Gets along poorly with other workers.



E



Lacks interest in assignments. Shows reluctance to cooperate with supervisor or other workers.





Assumes share of work. Usually good team worker. Cooperates with other workers.

4 Above average



Is responsive to assignments and cooperates well. Always ready to do his/her share willingly.

5 Outstanding



Tactful and courteous. Very effective in dealing with co-workers. Does full share in department. Loyal worker. Loved by others.

EMPLOYEE COMMENTS:

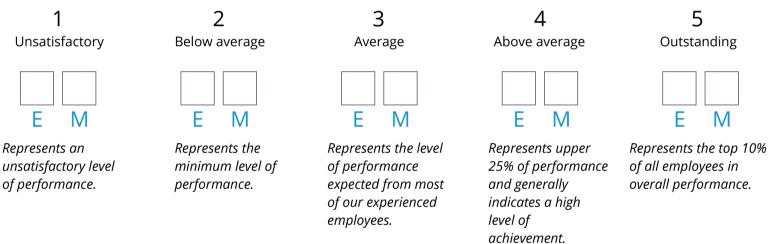
MANAGER COMMENTS:



6. PERFORMANCE RELATED STRENGTHS.

7. DEVELOPMENT PLAN.

8. OVERALL PERFORMANCE RATING. Consider willingness to work with and help others, accept constructive criticism, attitude, and cooperativeness with fellow employees and supervisors.



MANAGER COMMENTS ON OVERALL PERFORMANCE REVIEW.

EMPLOYEE COMMENTS:

SIGNATURES

Employee Signature

Date

Manager Signature

Date

